

Facilities Technician

Family Health Center is a Federally Qualified Health Center and leading provider of primary healthcare to the medically underserved in Kalamazoo County. We are currently seeking an **Facilities Technician**. An excellent benefits package is offered which includes medical/dental/vision/life insurance/403(b) retirement savings plan. Relocation expenses are not paid nor reimbursed by Family Health Center. Total compensation depends on experience, education, and combination of skills brought to the position. Interested candidates should forward their cover letter and resume to humanresources@fhckzoo.com or fax (269)488-8977. The position will remain posted until filled.

Essential Duties and Responsibilities:

Summary: Keeps building and grounds in a clean and safe condition. Maintains grounds. Performs necessary repairs, maintenance and cleaning activities. Accepts and records deliveries.

- Essential Duties and Responsibilities include the following. Other duties may be assigned.
- Responsible for ensuring the cleanliness of the building and the grounds.
- Performs necessary repairs on building and maintenance equipment as assigned by the Facilities Manager and by review of the Preventive Maintenance/Work Order Log. Must have the ability to make facility repairs such as dry wall repairs, maintain and repair various plumbing, and have the ability to read blueprint drawings, assembly drawings, and exploded views. Must also have the ability and be capable of using tools and equipment such as floor buffers and extractors, shovels, snow removal equipment, lawn care equipment, and various power tools.
- Must have adequate transportation in order to provide deliveries of supplies, packages or equipment, to all locations as requested by the Manager. Records deliveries as required.
- Responsible for maintenance of facilities and grounds including but not limited to: maintaining grounds; performing floor maintenance; and removal of snow and ice, as needed from facility sidewalks, and city sidewalks that adjoin the FHC property and bus stops as a community investment.
- Practices proper Waste Management techniques by placing hazardous waste in proper receptacles and storage areas.
- Performs miscellaneous duties, such as dusting, washing windows, emptying waste baskets, cleaning restrooms etc.
- Participates in delivery of interoffice mail as requested.
- Maintains Family Health Center vehicles by ensuring that preventive maintenance is timely.
- Attends in-service, departmental and staff meetings.
- Ability to work a flexible schedule or as required by business needs
- Must have adequate transportation to travel to all locations
- May be required to complete simple custodial functions (vacuum, remove trash and recycling, stock facilities supplies in various areas, scrub and disinfect bathroom facilities, etc.)



- Must be able to work independently and with little supervision

Education and/or Experience:

Must have an Associate's degree (A. A.) or equivalent from two-year college or technical school and two plus years of related experience and/or training; Prefer education/experience in electrical, plumbing, HVAC systems. Must have adequate transportation and valid driver's license to travel to office locations. Must be available 24/7 to support the facilities during power outages etc.